

David Nabhan

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● WORK EXPERIENCE

1 APR 2022 – CURRENT – Beirut, Lebanon

VIRTUAL ASSISTANT INTERN – SBEIH VIRTUAL ASSISTANCE

- Contributed to the development of the agency's pitch deck and financial forecast to be presented to investors;
- Tailored a social media strategy based on identifying client's needs which increased their engagement rate and followers by 50% in one week;
- Amended the agency's documents to reflect its image, in addition to recreating excel sheets which increased work productivity and time efficiency twofold;
- Designed social media posts for clients to help boost their business;
- Performed other administrative tasks such as scheduling appointments, sorting email messages, formatting newsletters, and updating databases effectively.

1 FEB 2021 – 1 MAR 2022 – Beirut, Lebanon

MANAGEMENT AND DEVELOPMENT CONSULTANT – MADA INTERNATIONAL

- Assisted in conducting a capacity assessment for an NGO which resulted in recognizing the organization's strengths and weaknesses, and provided constructive feedback on how to improve the organization's internal and external processes;
- Assisted in a 7-country wide research project that identified sectors with the greatest potential for economic growth, and for offering employment opportunities for NEETs within green and circular economies;
- Restructured the internal structure of two NGOs by developing new HR and Financial Policies and Procedures Manuals, and Terms of Reference;
- Performed other job-related tasks such as extensive research per project, data entry, analysis, and transcription, and provided support for evaluation reports and assessments which included survey implementation.

1 JAN 2021 – 1 MAR 2021 – Saida, Lebanon

RESEARCH ASSISTANT – BLUE MISSION ORGANIZATION

- Received a certificate of recognition for providing a data entry/analysis excel sheet of over 900 participants in 4 days;
- Assessed the knowledge of beneficiaries on the COVID-19 safety and preventative measures;
- Applied screening tests to beneficiaries to assess their mental wellbeing during the pandemic, and referred them to mental health specialists if necessary.

1 SEP 2019 – 1 JUN 2020 – Mansouriyeh, Lebanon

SPECIAL EDUCATION PARAEDUCATOR – STEP TOGETHER ASSOCIATION

- Participated in and conducted therapy sessions with students with developmental disabilities;
- Provided direct academic and social skills instruction with students in their natural environment (school setting);
- Implemented a professionally developed behavior management/support plan (ABA Program);
- Assisted students with daily living skills

1 SEP 2019 – 1 JAN 2020 – Beirut, Lebanon

RESEARCH ASSISTANT – MAKHZOUMI FOUNDATION

- Collected and analyzed data from beneficiaries;
- Maintained accurate records of interviews, and safeguarded the confidentiality of subjects;
- Assessed the status of beneficiaries for the provision of emotional and financial support;
- Conducted literature reviews;
- Wrote reports and contributed to publications.

● EDUCATION AND TRAINING

28 AUG 2016 – 16 JUL 2019 – Beirut, Lebanon

BACHELORS OF ARTS, PSYCHOLOGY (WITH HONORS) – Lebanese American University

LANGUAGE SKILLS

Mother tongue(s): **ARABIC**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	C1	C1	C1
FRENCH	A2	A2	A2	A2	A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Industry Knowledge

Data Entry (Advanced) | Communication & presentation skills | Data management and data analysis

Interpersonal Skills

Strong Work Ethic | Social Perceptiveness | Organizational Skills | Motivated, adaptable and responsible. | Precise work with attention to details | Leadership and teamwork | Time Management

Tools & Technology

SPSS Statistical Tool | Google (Docs Slides Sheets Forms) | Shopify | Mailchimp | Office Package (Word, Excel, PowerPoint)